

*United States Court of Appeals  
for the Second Circuit*



**VACANCY ANNOUNCEMENT**

*June 11, 2007*

**Position Title:** Judicial Assistant to Judge Reena Raggi  
United States Circuit Judge

**Location:** U.S. Court of Appeals, 2<sup>nd</sup> Circuit, Brooklyn, NY

**Salary Range:** Salary JSP 11 (\$58,516 - \$76,072)  
depending on experience, salary, and qualifications

**Closing Date:** Open Until Filled

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**BACKGROUND:** The United States Court of Appeals for the Second Circuit is accepting applications for Judicial Assistant. The Judicial Assistant is responsible for the day-to-day operations of a judicial chambers (small office environment) and provides administrative support to a federal judge.

**DUTIES AND RESPONSIBILITIES:** Types a variety of legal material and correspondence from rough drafts; gathers and maintains an accurate accounting of the Judge's statistical data for reporting to the Administrative Office of the United States Courts; schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to their inquiries. Receives and reads incoming correspondence; maintains filing systems; Performs a variety of confidential tasks and court related scheduling for the judge.

**REQUIRED QUALIFICATIONS:** To qualify for this position, the candidate must be proficient in office management and possess excellent technical, communication and organizational skills. The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, federal agency officials, and the public.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**SPECIALIZED EXPERIENCE:**

Eight (8) years of progressively responsible secretarial experience with at least four (4) of those eight years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters. Ability to type neatly and accurately; proficient in word processing and other computer skills. Excellent command of English grammar, proofreading including cite checking, and drafting of simple orders and letters. The ability to perform keyboard entries accurately at a minimum of seventy (70) words per minute. Demonstrated ability in understanding materials contained in legal opinions and orders and the ability to prepare such correspondence, and to make revisions under time constraints if required.

**PLEASE SUBMIT COVER LETTER AND TWO COPIES OF YOUR RÉSUMÉ TO:**

**Evelyn Ortiz, Human Resources  
United States Court of Appeals for the Second Circuit  
40 Foley Square, Room 1604  
New York, New York 10007  
Reference #FY07-15**

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT  
IS AN EQUAL OPPORTUNITY EMPLOYER.**